



**SITE SPECIFIC CHECKLIST
AND INSTRUCTIONS
(HOUSING REHAB PROJECTS)**

SITE SPECIFIC REVIEW PROJECTS

There are projects or types of projects that necessitate a review of several individual sites or units within a broad area. This type of project is most easily identifiable as a housing rehabilitation project where numerous units are to be assisted inside the boundary of the grantee entity. But there are other projects which may include this same type of review, for example, assistance to several community centers within a county, the construction of lateral lines to homes where a new or improved water system is being placed, a multi-purpose project where the associated activities are located in several different areas of the community.

Projects such as these must still be reviewed for environmental criteria, but can be reviewed in such a manner that a portion or portions of the project can be released while other portions have not yet been reviewed. The State calls this a Site Specific Review and Request for a Conditional Release. It is prepared by following the steps below.

- ✓ Designating an Environmental Certifying Officer (ECO),
- ✓ Completing the Description of Proposed Action (DPA) and making a request for a Conditional Release,
- ✓ Completing either the Categorically Excluded Checklist (E-4) using the entire area in which the project will be performed, and
- ✓ Completing a Site Specific Checklist (SSC) for each separate facility or unit as they are identified.
- ✓ (Optional) Preparing and publishing of a NOI-RROF following the completion of the DPA so that the public notice and comment time can be counting down while each individual site or activity is being identified and reviewed. The purpose of the publication is so that if an impact is identified as an individual area or unit is reviewed the overall project will already have completed the required public comment time and an immediate release and obligation of funds can be made for that specific action.

If your project appears to meet the conditions above, a request for a Conditional Release and Site Specific Checklist may be to your advantage. Please call Cheryl Elliott, CDBG Environmental Specialist for guidance on this procedure.

CDBG – HOME – ESG
SITE SPECIFIC CHECKLIST (SCC)

1. This form will only be completed by grantees doing multiple-area or multiple-unit projects (housing rehab)
2. This form must be completed after and in addition to checklist E-4
3. Supplemental documentation must accompany this checklist

GRANTEE:

SUB GRANTEE:

NAME OF PROJECT (homeowner):

CONTRACT #:

SITE: The E-4 Blanket Checklist will already contain the inclusive site address. This checklist needs to identify the specific site being reviewed under this Site Specific Checklist.

FUNDS REQUESTED FOR THIS SITE \$:

ADDRESS AND DETAILED DESCRIPTION OF WORK PROPOSED AT THIS SITE:

PREPARED BY:

TO COMPLETE: For each item below that has already been reviewed on the “blanket checklist” as having “No Impact”, indicate those conclusions on this form. For all other items that must be reviewed on a site by site basis, complete the rest of the checklist and attach the appropriate back-up documentation to support your conclusions.

IMPACT CATEGORY	YES	NO
1. HISTORY: Properties, Archaeological, Cultural: If the original structure is a building, when was it constructed? _____ a. Is the project over 50 years old? b. Is the site within 1/4 mi. of an historic district? c. Is the project site on undisturbed land? d. Is the project considered exempt under the Programmatic Agreement from State History? (Attachment A) COMPLIANCE: Review of the Nat'l Register Historic Places, review of the Local Register of Historic Places, consultation with the Certified Local Government (CLG) representative if appropriate, review of Reconnaissance Level Surveys. Identify what was reviewed, who performed the review, date(s) If "yes" to any question, grantee must provide additional documentation that the Utah State Historic Preservation Officer has been contacted, and any additional necessary mitigation has been complied with.	a. b. c. d.	
2. A-FLOODPLAINS: Is the site within, or partially within, a 100-year floodplain? COMPLIANCE: Attach a copy of the most recent floodplain map of the area highlighting the project site or a letter from FEMA. If the project is within a 100-year floodplain the grantee must perform the 8-Step process identified in Executive order 11988. See Attachment C		
2 B-WETLANDS: Is the site within an identified wetland area? COMPLIANCE: grantee must perform a site review; contact the Army Corps of Engineers. Indicate who performed the review, the date, and findings. If project is within a wetland site the grantee must obtain any necessary permit from the Army Corps of Engineers and perform the 8-step process identified in executive order 11990. This must be obtained before this checklist can be submitted to the State. See Attachment C.		
3. COASTAL ZONES: NOT APPLICABLE IN UTAH	N/A	N/A
4. ENDANGERED SPECIES: Are endangered species located on the project site? COMPLIANCE: Review the list of Endangered Species (Attachment E). If any identified species are seen or suspected to be present within the project site a letter must be sent to the Dept. of the Interior, Fish and Wildlife to determine if endangered species exist in the location where the project will be		

IMPACT CATEGORY	YES	NO
constructed. Attach and record the response from that agency.		
If a species is determined to be affected, you must indicate that you have or will carry out the appropriate mitigation necessary for the type of project proposed for the species identified.		
5. WILD AND SCENIC RIVERS: Are there any inventoried rivers, any proposed rivers, or any protected rivers located on the project site? COMPLIANCE: review the Nationwide Rivers Inventory (NRI) list (See attachment F), and attach. If the site will involve an Inventoried River, see instructions.		
6. AIR QUALITY: Will the project result in the emission of pollutants into the air, either during or after construction? COMPLIANCE: If "yes," grantee must either document that the project meets the criteria identified in the letter from Air Quality (Attachment G) or show that a separate response has been obtained from that agency concurring with a determination of "no impact."		
7. FARMLAND PROTECTION: Is the site zoned agricultural? COMPLIANCE: Review current zoning or contact Natural Resource Conservation Service at (801) 524-4573 If "yes" the grantee needs to determine if the zoning is "prime" agricultural land by contacting the local soil conservation officer. Then determine if this prime agricultural land will be removed from production? If so appropriate forms must be completed and filed with the Soil Conservation Officer. Copies must be attached to this form. If "no," what is the zoning?		
8. SOLE SOURCE AQUIFERS: EPA has identified 3 existing Sole Source Aquifers in Utah. Will project affect any of these? COMPLIANCE: Attachment D must be reviewed and attached to this checklist.		
9. HUD ENVIRONMENTAL STANDARDS: PART 51 (B),(C), (D)		
(B) NOISE - Is the project site within:		
a: 1,000 ft of a major roadway (4 lanes)?	a.	a.
b 3,000 ft of a railroad?	b.	b.
c- 5 miles of a commercial airport with scheduled commercial jet traffic? 15 miles of a military airport? (See list of Utah airports in CDBG Handbook)	c.	c.
COMPLIANCE: First, decide whether or not the project is even "noise sensitive". Does the project involve housing facilities? If not, it's probably not "noise sensitive". For all housing rehab projects, grantee must perform a site review if any of the above conditions exist. Contact Cheryl Elliott for copies of airport noise contour maps if applicable. If the proposed project is within any of the distances shown, the grantee must obtain a copy of the NOISE Assessment /Guidebook and prepare worksheets to determine the decibel level. If any reading over 65 db is identified the homeowner should be notified. For other "noise sensitive" projects, the noise problem must be attenuated.		
(C) HAZARDOUS SITINGS: Above Ground Is there evidence that above ground storage tanks containing hazardous materials (Attachment J) are visible within a one-mile line of site of the project? COMPLIANCE: Perform a site review; record the date, by whom, and what was observed. If hazardous material is located, the grantee must contact Cheryl Elliott (801) 538-8729 to obtain information used to calculate Acceptable Separation Distances (ASD'S) Mitigation may be necessary.		
(D) AIRPORT CLEAR ZONES: Is the site in an Airport Clear Zone? COMPLIANCE: Indicate where the project is in relation to the nearest airport, civil or commercial. If the activity will occur in an Airport Clear Zone you must be able to document that the activity proposed is an acceptable activity for that area.		
10. ENVIRONMENTAL JUSTICE - Executive Order 12898 COMPLIANCE: The grantee must document, based on a review of the project's purpose and location, that there has been no attempt to separate, segregate or discriminate in any way against low-income or minority individuals that are beneficiaries of this project.		
11. TOXIC CHEMICALS/RADIOACTIVE MATERIALS. - HUD Notice 79-33 COMPLIANCE: Grantee must review CERCLIS list (Attachment H) to determine whether or not any sites on the list are within 3,000 feet of project. If so, grantee must contact the State of Utah – DEQ at 536-4107 for guidance and determination.		
12. LOCAL LAWS AND REGULATIONS WILL BE OBSERVED: (city permits, etc.)		
13. LEAD BASED PAINT - 24 CFR Part 35 – Refer to Section H of CDBG Handbook a) This project involves pre-1978 buildings used for children OR sleeping		

IMPACT CATEGORY	YES	NO
b) This project does NOT involve pre-1978 buildings used for children OR sleeping		

ATTACH BACK-UP DOCUMENTATION TO THE BACK OF THIS CHECKLIST

“FINDING” OF THE SITE SPECIFIC CHECKLIST

The ECO has compared the project with the above cited authorities and:

1. Project is in compliance with all applicable laws & regulations. ☐ YES ☐ NO
2. Is an Environmental Impact Statement (EIS) required? ☐ YES ☐ NO
3. Please check the appropriate finding below as determined as the result of the review above:
 - a. ☐ None of the laws or authorities cited above was found to require mitigation. The project has therefore been determined to be EXEMPT under 24 CFR Part 58.34(a)(12). **Sign and send completed checklist with attachments to DCD.**
 - b. ☐ Some of the listed criteria were “triggered” and mitigation of the impact was required. The project has therefore been determined to be CATEGORICALLY EXCLUDED under 24 CFR 58.35 (_____) A Notice of Intent to Request a Release of Funds (NOI/RROF Exhibit E-6) and a Request for Release of Funds and Certification (RROF/CERT Exhibit E-8) must be prepared. **(Send completed checklist and all attachments, NOI/RROF publication, and RROF/CERT to DCD. Also, complete Exhibit E-9 and send a copy to DCD.)**

Send completed checklist and all attachments, NOI/RROF publication, and RROF/CERT to DCD, Cheryl Elliott.

Signed by Preparer

Title

Date

SITE SPECIFIC CHECKLIST (SSC)

INSTRUCTION TO COMPLETE FOR A CONDITIONAL ENVIRONMENTAL RELEASE

PURPOSE: To eliminate the need for a full and separate environmental review for each individual unit (typically housing rehab) within a larger area. As with all reviews, the Conditional/Site Specific review must show that a "thought process" has taken place by those involved in the review in order to reach a logical and satisfactory determination.

OPTION: A "Blanket" E-4 Checklist for the entire region that addresses most of the items on the checklist may be completed and submitted to the State. Next, a NOI-RROF for the entire area is published in case any of the site specific reviews "trigger" any category on the checklist. This eliminates the need for a separate publication for each home that triggers something. A Site Specific (SS) review is then completed to finish the review for the individual locations/units. (Historic Properties, Floodplains, Wetland, Noise and Hazardous Sitings issues would need to be reviewed on each site individually.)

COMPLIANCE: At the point at which a Site Specific checklist is needed, the following documents will already have been prepared:

1. Exhibit E-2 - Designation of Environmental Certifying Officer
2. Exhibit E-3 - The Description of Proposed Action form for WHOLE area.
3. * Exhibit E-4 - Blanket Checklist (Categorically Excluded Projects)
4. ** Exhibit E-6 - Notice of Intent to Request Release of Funds (NOI/RROF) publication
5. ** Exhibit E-8 - Request for Release of Funds and Certification (RROF/CERT).

* Optional

** Optional unless one of the items on the checklist is triggered.

COMPLETION OF THE "BLANKET" CATEGORICALLY EXCLUDED CHECKLIST: The aim of "blanket" review is to clear as many items on the checklist as having "no impact" on any of the possible sites in the area. It will be virtually impossible to make a determination for every item on the checklist. For example, after reviewing the "sole source aquifer" list for Utah, you may find that there are none in your county. That item would be cleared on the blanket checklist, but noise levels could NOT be cleared for the whole area.

PROCESS:

1. The ECO or preparer will complete the Description of Proposed Action (DPA - Exhibit E-3), supplying the following project data: area (identify the entire area in which the entire activity is located), description, purpose, status, and existing environmental trends. A determination of Categorically Excluded must then be made. This document is sent to the environmental specialist at DCD.
2. The ECO will then complete Checklist E-4 based on the entire area in which rehabilitation is to occur (instructions follow). Once this checklist has been completed, the checklist must be sent to DCD. A NOI-RROF publication can be prepared and published (see instructions further on). A Certification and Request for Release of Funds can also be completed and sent to the State (RROF/CERT). A Conditional Release will be returned to the ECO at this point. The completion of these forms DOES NOT, however, mean that you may begin committing funds or begin rehabilitation work. That must not occur until a Site Specific Checklist (SSC) has been completed for each unit/site and a letter of release has been returned to the jurisdiction from the State.
3. After the E-3 and E-4 have been completed, individual sites will be identified and a SSC for each will be completed for each site and sent to the State. The preparer should indicate "See Blanket Review" on all items that have already been covered by the blanket review. A secondary release will then be given. At that time work can actually begin on the individual site.
4. Resources and Agency Contacts – Many of the checklist categories can be reviewed with the documents provided in the CDBG Grantee Handbook. Grantees can review letters and lists from various agencies and can often make a determination of "no impact" without contacting the agency in question. If the preparer is unsure of their determination of "no impact" or cannot make a determination using the resources in the handbook, then he/she should contact the agency by letter and ask for their guidance/concurrence. Agency response letters usually indicate that the "agency agrees with your determination", or they won't respond at all.. Once the preparer has gathered all the supporting documentation it should be attached to Checklist E-4 and sent to the State.

ENVIRONMENTAL RESOURCES AND BLANKET CHECKLIST INSTRUCTIONS

1-Attachment A is a copy of a **Programmatic Agreement (PA)** between the **State Division of History, DCED, and The Advisory Council of Historic Preservation**. This agreement became effective as of June 1996. In the agreement several types of projects have been identified by State History as either "no historic properties" or "no effect." Compliance is a little more involved.

a. If you know all of your project sites and all of them meet the criteria identified by History, as either "no historic properties" or "no effect" you must indicate each address or site location, state which one of the categories identified in the PA that each project fits under, refer to the section of the PA opposite the impact category on the Checklist E-4, attach pertinent pages of the PA, initial and date.

OR

b. If you know all the project sites and you know that some of them do not meet this criteria, you must follow the instruction in Exhibit E-5 under **History: Properties, Archaeological, Cultural**.

OR

c. If you haven't identified all of the units yet, you will have to clear this impact category on the SCC on an individual basis by either following the steps in 1 or 2 above.

2-Floodplains Management & Wetlands Protection – Attachments B and C

*****PLEASE NOTE*****

THE FIRST OPTION TO BE CONSIDERED IF A PROJECT IS LOCATED IN A FLOODPLAIN IS THE RELOCATION OF THE PROJECT***

If you know the entire area or where each individual rehabilitation will take place and can provide a copy of a recent floodplain map:

a. which shows that none of the units will be located in a floodplain, identify on the map where the units are located, attach to Checklist E-4, indicate "no impact, initial and date.

OR

b. which shows that some of the units are located in a floodplain, the ECO must go through the process identified in Figure 7 under Floodplain Management.

c. If you don't have a copy of a floodplain map, you must contact FEMA, see address in Exhibit E-10 and then follow steps a. or b. above.

2) If you haven't identified the individual units for rehabilitation at this time, you will leave this impact category blank on Checklist E-4 and complete it on the SSC when the units are identified. You will follow steps a., b., or c. above.

Executive Order 11990, Protection of Wetlands

PLEASE NOTE**

THE FIRST OPTION TO BE CONSIDERED IF A PROJECT IS LOCATED IN A WETLAND IS THE RELOCATION OF THE PROJECT

Go through the same process of wetland identification as above or make a site review to determine the possibility of a unit being situated in a wetland. If no wetland maps are available, a site review is usually acceptable because the concern is the possibility of discharges into a wetland area, or the reduction of land in the designated wetland area. This type of situation would be extremely unusual in the case of residential rehabilitation.

2) Follow the steps a., b., or c. above substituting the address of the U.S. Army Corps of Engineers for that of FEMA (see Exhibit E-10).

3-Coastal Zones - Not applicable in Utah

4- Endangered Species - Attachment E

1)If you know all of your project sites and all of them can be cleared by reviewing the list by a site review, attach the list and indicate that a review was done, by whom and when.

OR

3)If you haven't identified all of the units yet, you will have to clear this impact category on the SSC on an individual basis.

5- Wild & Scenic Rivers - Attachment F is a list of inventoried rivers in Utah in relation to the category of Wild and Scenic Rivers. At this time there are no designated wild and scenic rivers in Utah, but several rivers are on an inventory list for consideration. A list of these rivers is included. Any rivers inventoried must be given safe protection just as if they were designated:

1)If you know all of your project sites and none of them are near any of the inventoried rivers identified, state this briefly on the Checklist E-4, a map and inventory list.

OR

2)If you haven't identified all of the units yet, you will have to clear this impact category on the SSC on an site by site basis by following the step 1 above.

6-Air Quality - Attachment G is a copy of a letter from the Division of Air Quality. As you can see, several types of construction projects do not need air quality permits. Also note the last paragraph that states that the list is for GENERAL INFORMATION ONLY AND SHOULD NOT BE ACCEPTED AS REGULATIONS. If your project does not meet one of the criteria identified, or if you have concerns about how well it meets the criteria, please call the office listed in Attachment L for further clarification.

7-Farmlands Protection Act

The purpose of this Act is to minimize the extent that Federal programs contribute to the unnecessary conversion of farmland to non-agricultural uses. The majority of projects that will be using the Site Specific Process involve activity done to existing structures. There will be no involvement with land. If you fall into this category you can simply write "no impact: this project does not involve the conversion of farmland". If you will be affecting the land, you should determine whether or not the proposed project will convert farmland to non-agricultural purposes. Provide information on the land use zoning which now exists in the project area. If the land is already zoned for commercial or residential uses, indicate this on the checklist. If you have questions or cannot make a determination regarding the status of the property contact the Soil Conservation Office.

CASES WHERE THE FARMLAND PROTECTION ACT DOES NOT APPLY

1. The proposed project site does not contain prime, unique, or designated statewide or locally important farmland (as defined by the Act).

2. The proposed project is on prime farmland that is already "committed" to urban development or water storage (applies to prime farmland only -- see 7 CFR 658.2(a)).

3. Projects beyond the planning stage or where engineering or architectural design had begun or had been contracted for prior to August 6, 1984.

4. Projects involving grants, loans or mortgage insurance for purchase or rehabilitation of existing structures.

8-Sole Source Aquifers- Attachment D

Law/Regulation: Safe Drinking Water Act of 1974

Summary: The Safe Drinking Water Act requires that EPA designate areas in which no new underground injection wells may be operated without a permit for the operation of the wells. The criteria for area designation is that an area has one well which is the sole or principal drinking water source for the area and which, if contaminated, would create a significant hazard to public health.

WHAT DO I DO? Determine whether or not any federally assisted projects under the HUD programs will be constructed which may contaminate one of the 3 aquifers in Utah designated by EPA as the sole source of drinking water for a community.

1. Attachment E is a current letter from EPA that states that it has designated 3 aquifers in Utah as sole sources of drinking water as defined in Section 1424(e) of the Safe Drinking Water Act. The aquifers are located near Oakley, Castle Valley and Moab.

2. If the proposed project will in any way affect any underground water source the ECO must indicate this on the checklist and attach the letter from EPA indicating "No impact" to any sole source aquifers.

9- Noise – Attachment I

Recipients must take into consideration the noise criteria and standards in the environmental review process and consider corrective action when noise sensitive land development is proposed in high noise exposure areas. Noise is defined as any unwanted sound that disturbs human activity. In the urban environment noise is due primarily to vehicular traffic, air traffic, heavy machinery and heating, ventilation and air-conditions operations. The prime concern of a CDBG environment impact assessment for noise should be the effect of existing and projected noise levels on the proposed activities and facilities.

1) If your project is industrial or commercial, indicate this in the checklist. The project is exempt from the regulation.

2) If your project involves the construction of housing and other noise sensitive uses such as housing facilities, nursing homes, college dormitories, hospitals, libraries, you must take specific measurements to determine if any of the following conditions exist:

(a) **major (4 lane) roadways within 1,000 feet of the site**

(b) **railroads within 3,000 feet of the site,**

(c) **airports within 15 miles of the site. ALL MILITARY AIRPORTS are considered involved. ONLY THOSE CIVIL AIRPORTS LISTED BELOW are considered involved in Region VIII based upon regularly scheduled commercial jet traffic.**

Cedar City-----Cedar City Municipal

Monument Valley

Moab

Bryce Canyon

St. George-----St. George Municipal

Salt Lake City-----Salt Lake City International

3) If any of the above circumstances exist you must contact DCD to obtain a copy of the HUD Noise Assessment Guidelines. The proscribed process contained in the Guidelines must be completed to determine noise involvement and the development of a mitigation strategy, if necessary.

4) **No new residential construction will be allowed if the decibel level is above 75 db.**

5) Rehabilitation to existing residential structures must be addressed in the identical manner as new construction. **However, after performing the necessary calculations, you may rehabilitate an existing structure that exceeds the 65 db level.** This can be done by notifying the resident of the existing condition and obtaining written consent to continue the project (see Attachment K for a sample Owner/Occupant Waiver).

9-Hazardous Sitings – Above Ground Storage Tanks - Attachment J

The ECO must make a site review. The objective is to determine whether or not any hazardous substances are stored above ground within a one-mile line of sight of each project site. Hazardous substances are those identified in Attachment J in the handbook. (24CFR Part 51.201).

1) If you know the entire area or where each individual project site is located and:

a. if no tanks containing one or more of these substances can be observed from any of the project locations, your review is complete. Indicate your findings on Checklist E-4.

OR

b. if one or more of these substances are within a one-mile line of sight from any project site, contact Cheryl Elliott, (801) 538-8729 to obtain information used to calculate the Acceptable Separation Distance (ASD) for each tank. For housing rehab: notify resident of hazard. For other projects, mitigation measures will be required on a site-by-site basis.

2) If the entire project area or each specific site has not been identified you will have to complete this

impact category on the SCC as each site unit is identified.

9- Airport Clear Zones

1) If you know the entire area or each individual project site and:

a. the distance from the edge of the project area (and all project sites) to the nearest airport is at least a couple of miles away, it's obvious your project cannot be in a clear zone. Identify the nearest airport on Checklist E-4 and it's distance from the project and write "no impact."

OR

b. there is an airport within a couple of miles of the project area (or a specific site), contact the airport comptroller and request a copy of the runway maps. Identify the clear zones and your project area. If the entire area is doesn't impact any clear zones, indicate this on the checklist E-4, write "no impact" and attach the map.

10-Environmental Justice

- 1) Grantees need to document that funds will not be used for a project that will result in the separation, segregation or discrimination of low/moderate income or minority groups in any way from the rest of society. The concern expressed by this Executive Order is that there may be specific projects, particularly but not limited to housing projects, where it may appear that the federal funds are being used to develop projects that segregate LMI persons from higher income individuals by trying to force them into areas or locations that are actually adverse sites, specifically because of the low income or minority status.
- 2) The ECO must evaluate the whole action being undertaken with HUD funds, even if the funds are only a portion of the overall project. That individual must specifically indicate on the checklist in words similar to the following that the notion of Environmental Justice and been evaluated and "there will be no activity performed with these funds that will in any way create discrimination or isolation of minority or low income individuals based on the siting or purpose of this project."

11-Toxic Chemicals/Radioactive Materials CERCLIS – Attachment H is the most current inventory of the EPA Toxic and Hazardous Waste Sites in Utah (CERCLIS). Can you determine if any of your project sites are within 3000 feet of any toxic site listed?

1) If you know where all of your project sites are located and none are within 3000 feet of any EPA listed toxic site, indicate this on the checklist E-4, attach the page from the CERCLIS list documenting that fact.

OR

2) If you know where all the project sites are and some of them are within this minimum separation distance, you must contact the State of Utah – DEQ or EPA (see Attachment L) for contact names for guidance.

OR

3) If you haven't identified all of the units yet, you will have to clear this impact category on the SSC on a site-by-site basis.

PUBLICATIONS – THIS STEP IS OPTIONAL!!!

A. NOI-RROF - As soon as the Blanket Checklist E-4 has been completed and sent to DCD along with all the necessary supporting documentation, the ECO can publish the Notice of Intent to Request Release of Funds (NOI/RROF). Instructions for preparing these publications are in the Environment section of the Grantee Handbook (Exhibit E-6). The preparer then begins completing the individual SSC's (Exhibit E-4) as sites are identified and submits them to DCD as soon as each one is completed.

Ordinarily the publication of the NOI/RROF is only necessary if a project triggers one of the impact categories. However, in this instance, a NOI/RROF is published and a CONDITIONAL RELEASE is given by DCD immediately after the "blanket checklist" is completed. That way, if any one of the sites is later identified as having an environmental impact, the publication and concurrent comment period have already been completed. This prevents any additional delay in beginning the projects.

REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION – REQUIRED IF NOI/RROF IS PUBLISHED

- A. Exhibit E-8 is the RROF/CERT. This form must be completed and returned to DCD, along with a copy of the actual publication or the publisher's proof of publication, no earlier than eight (8) days following the publication of the NOI/RROF in the newspaper. See Exhibit E-8 in this Handbook for additional information regarding this document.
- B. Once these pieces of documentation are received, the State environmental review specialist will respond with a letter of release. This letter will provide a CONDITIONAL RELEASE that will allow the grantee to begin committing CDBG monies.

*HOWEVER, NO MONIES MAY BE SPENT ON THE ACTUAL WORK OF ANY ACTIVITY UNTIL AN SSC FOR THAT SPECIFIC ACTIVITY HAS BEEN: